

**Board of Library Trustees  
Calvert Library Southern Branch  
June 12, 2018 at 2:00 pm – Minutes**

**Present:**

Kip At Lee  
Delores Brown  
Martha Grahame, President  
Catherine Grasso  
Jeffrey Lewis  
Carolyn McHugh, VP  
Carrie Plymire, Director  
Beverly Izzi, Recorder

**Absent:**

Stewart Cumbo

**Call to Order**

Board of Library Trustees (BOLT) meeting called to order at 2:10pm by President Grahame.

**#CalvertReads – take the pledge!**

The BOLT made their 2018 #calvertREADS pledges. Photographs were taken.

**Minutes**

Mr. Lewis moved to approve the minutes of the May 8, 2018 meeting as disseminated electronically with amendments. Ms. Brown seconded the motion. The motion passed unanimously.

Ms. Grasso moved to approve the minutes of the April 20, 2018 special meeting as disseminated electronically with amendment. Ms. McHugh seconded the motion. The motion passed unanimously.

**Unfinished Business**

Update on outsourcing payroll processing

Director Plymire reviewed a matrix that she created for the BOLT. The matrix compared the current process to the process with payroll software for several key functions: posting a job, reviewing applications, hiring, on-boarding, time keeping, and attendance. For the next meeting, she will delineate what processes will no longer go through the County and which items the county staff will continue to be responsible for if a payroll agent is used. She noted additional State funding will cover the cost of outsourcing payroll processing.

Twin Beaches progress update

Director Plymire shared that Wilson Freeland will begin drafting a Memorandum of Understanding (MOU) with the town of North Beach regarding the relocation of the Twin Beaches Branch. Director Plymire has submitted the Capital Grant for this project.

## **New Business**

Internal/external job posting – staff handbook

Mr. Lewis moved to accept Internal/External job posting revision for the staff handbook with changes. Ms. Grasso seconded the motion. Motion passed unanimously.

Staff Handbook and Equity Review consultant selection

The BOCC will vote on the bid recommendation at their June 19 meeting. The bid that came out on top after scoring the bids, and after non-responsive bids were disqualified, Frank & Associates, had a proposal that was significantly more than the amount initially budgeted, Director Plymire has identified additional funds to cover the cost difference.

Cathey Moffatt-Bush shared her experience at the Public Library Association (PLA) Conference in Philadelphia, PA in April 2018. She described three workshops that were particularly impactful for her and thanked the BOLT for supporting staff development, particularly attendance at national conferences.

## **Director's Reports**

FY18 Budget – Revenue and Expenditures

Revenue and Expenditures are on track for the year. Director Plymire shared several budget adjustments that she requested from the County to move unspent funds to Contracted Services where they could be spent on a new microfilm reader/scanner for the central library. Any additional unspent funds in the materials accounts will be spent on Hoopla and other electronic resources.

Director's preliminary written report

Director Plymire shared that Calvert Library will be interviewing for the Computer Services Technician position June 13. She relayed that there is also an opening coming up at the Fairview Branch.

Report on Early Childhood Advisory Council – Boston Basics and partnership with the schools -

Beverly Izzi, Youth Services Coordinator, shared that in partnership with the Judy Center, Head Start, and Home Instruction for Parents of Preschool Youngsters (HIPPI)/Healthy Families, the Calvert Early Childhood Advisory Council (ECAC) is being restarted. This will help guide the efforts in improving the school readiness. She also attended a 3 day workshop in Boston with Diane Workman, Assistant Superintendent Calvert County Public Schools, and Karen Jordan, Judy Center Coordinator, to bring the Boston Basics to Calvert County.

## **Reports**

### Friends of the Library

President Grahame shared that the Friends of Calvert Library held a Book Sale Saturday, May 19 at Calvert Library Prince Frederick. Rain brought the Sale indoors and sales were over \$2000.

### SMRLA

President Grahame reported that Southern Maryland Library Association's (SMRLA) Board meeting was held this morning. The SMRLA Board approved the FY19 budget. She also encouraged the BOLT to attend the Orange Frog training on June 27.

### Foundation

Director Plymire noted that the Foundation is working on planning a road rally for the fall.

## **Announcements/Other**

Move to adjourn made by Ms. Grasso. Mr. Lewis seconded. Meeting adjourned at 4:15pm.

**Next Meeting** – July 10 at 2:00pm Prince Frederick